



BOARD REPORT

TO:**Chair and Directors****File No:** 6130 10 01**SUBJECT:**

Trail Consulting, Construction and Maintenance Services Agreement

DESCRIPTION:

Report from Ryan Nitchie, Team Leader Community Services, dated September 8, 2017. Five year trail consulting, construction and maintenance services agreement with the Shuswap Trail Alliance.

RECOMMENDATION:

THAT: the Board empower the authorized signatories to enter into an agreement with the Shuswap Trail Alliance for trail consulting maintenance and construction services within Electoral Areas C, D, E and F for a five year term commencing October 1, 2017 and expiring on September 30, 2022, with an option to renew the agreement for an additional five years.

SHORT SUMMARY:

The Shuswap Trail Alliance is a non-profit society devoted to planning, construction and maintenance of a robust trail network throughout the Shuswap region. CSR D Parks has established an excellent working partnership with the Shuswap Trail Alliance in part because of the existing contract that has been in place since 2012.

VOTING:Unweighted
Corporate ☐LGA Part 14
(Unweighted) ☐Weighted
Corporate ☒Stakeholder
(Weighted) ☐**BACKGROUND:**

The Shuswap Trail Alliance (STA) is a non-profit society devoted to creating a vast integrated trail network around the Shuswap. The CSR D has worked with the STA to maintain existing trails and construct new trails on a regular basis since commencement of the CSR D parks function. Previously, these works were done through various purchase orders, agreements or letters of understanding for separate projects. In 2012, the working relationship between the CSR D and the STA was formalized through a standard three year services contract with a two year extension option. In recognition of the added value that the non-profit STA brings to such works (relative to a for-profit contractor), staff recommends that a new five year agreement, with an option to extend the agreement for an additional five years, be approved by the Board.

There are clear benefits to partnering with the STA for trail planning, construction and maintenance on a contractual basis:

- The STA is a non-profit organization comprised of community members and organizations devoted to trails in the region;
- The STA engages volunteers which reduces labour costs and promotes greater stewardship of trails;
- The STA has developed and follows trail construction and maintenance standards which ensure a uniform quality of trail development and signage;
- The STA has developed an environmental screening tool that ensures that trails are planned, constructed and maintained in an environmentally sustainable manner;

- The STA has developed a network of trail stewards and a reporting system which has become an invaluable tool utilized by CSRD Parks staff for trail inspection;
- The STA has partnered with the CSRD to apply for government and non-government funding resources for trail planning and development;
- The STA has facilitated and fostered relationships with local residents, provincial agencies and First Nations communities to further strengthen the development and sustainability of trail networks in the region.

POLICY:

In accordance with Policy No. F-32, Procurement of Goods and Services, Board authorization is required for any sole source contract over \$10,000.

FINANCIAL:

The STA's remuneration rates (see the attached "Schedule B, Remuneration Schedule") are cost effective and reflect a modest inflationary increase over the previous contract. One of the ongoing benefits of working with the STA is their ability to leverage funding from other sources and use volunteer resources for all projects, adding value to each project. The following statement has been included in the agreement alongside the remuneration schedule. The intent of this statement is to outline the added value derived from working with the STA for each project:

"The Contractor will at all times possible seek out additional sources of funding towards trail related works. These sources include but are not limited to Provincial and Federal grant and work assist programs, non-profit societies, in-kind contributions, volunteers and other local governments".

Specific trail maintenance and trail projects will continue to be planned and funded as part of the Five Year Financial Plan. The relevant parks budget will fund the specific planned projects and expenditures with the STA within the regular budget process.

IMPLEMENTATION:

If approved by the Board, the agreement will be executed by the CSRD and the Shuswap Trail Alliance and will commence on October 1, 2017.

COMMUNICATIONS:

The Shuswap Trail Alliance will be advised of the Board's decision.

DESIRED OUTCOMES:

That the Board approve the recommendation to enter into a five year agreement for trail consulting, maintenance and construction services with the Shuswap Trail Alliance.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Trail Consulting, Maintenance and Construction Services Agreement.

Report Approval Details

Document Title:	2017 Shuswap Trail Alliance Board Report_September.docx
Attachments:	- STA Schedule B 01October2017-30Sept2022.pdf
Final Approval Date:	Sep 13, 2017

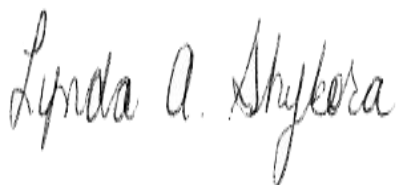
This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Darcy Mooney was completed by assistant Phaedra Turner

Darcy Mooney - Sep 12, 2017 - 3:40 PM



Jodi Pierce - Sep 12, 2017 - 3:46 PM



Lynda Shykora - Sep 12, 2017 - 4:05 PM



Charles Hamilton - Sep 13, 2017 - 9:10 AM